



## 2023 MLK Day March and Ceremony Vendor Application Form

January 16, 2023 – Old Town Leander  
11:00am – 2:00pm

Applicant/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ DOB: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Please list items to be sold and prices: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be using a generator: ☐ Yes ☐ No

### Food Vendors Only:

Will you be using a grill or stove? ☐ Yes ☐ No

Will you be utilizing a Food Truck or Trailer? ☐ Yes ☐ No

Do you have a Temporary Food Establishment Permit for this event? ☐ Yes ☐ No

If yes, list the permit number \_\_\_\_\_

If no, please contact The Leander Parks and Recreation Department by January 9<sup>th</sup>  
at 5:00pm to provide us with your permit number.

### Vendor Fees:

Retail Business	Businesses, distributors, and marketing booths	\$40.00
Craft Vendors		\$40.00
Food Vendors		\$75.00

Once the vendor application has been received, an online account will be created for the vendor to track and pay vendor fees. Parks and Recreation staff will send the applicant their username and initial password information via email. Accounts can be accessed by visiting [LeanderTX.gov/fun](http://LeanderTX.gov/fun).

## **VENDING RULES**

The MLK Day Festival is on Monday, January 16<sup>th</sup> from 11:00am – 2:00pm.

Vendors will be able to set up from 8:00am – 10:00am.

All vendors must be in place no later than 10:00am.

1. The City reserves the right to accept or reject any applicant.
2. City Park Rules & Regulations will be enforced and vendor approval will be considered a permitted activity.
3. Glass containers are prohibited.
4. All vendors must complete application, pay applicable fees and gain approval prior to January 9, 2023 at 5:00pm.
5. Vendors must identify specific items and products to be sold. Once the vendor's application is approved the vendor must agree to limit sales to only approved items.
6. All vendors using grills, stoves, or generators will be required to have a fire extinguisher (minimum of 5lb ABC extinguisher) for the duration of the event, and will be subject to inspection by the Fire Marshal.
7. Vendors requiring electricity will be required to furnish their own generators, upon approval by the City. Optimally, generators should be quiet generators.
8. Food Handlers Permit:
  - a. All food vendors must complete the Temporary Food Establishment Application with the Williamson County and Cities Health Department. It is the responsibility of the vendor to contact the Health Department. The City of Leander has no involvement with this permit being issued.
  - b. Food vendors that have not obtained their permit prior to the event will not be allowed to sell food at the event and no refund will be made.
9. For questions regarding the Temporary Food Establishment Application please contact Williamson County and Cities Health Department.
10. The City agrees to provide a suitable space for approved vendors. Vendors agree to provide all necessary supplies and materials for their space, including tents, tables, and chairs as desired.
11. Applications can be submitted in any of the following ways:

In Person	Mail	Email
11880 Hero Way W Leander, Texas 78641 M – F, 8a–12p, 1p–5p	City of Leander PARD PO Box 319 Leander, Texas 78646	<a href="mailto:mguenther@leandertx.gov">mguenther@leandertx.gov</a>
12. The vendor application deadline is January 9, 2023 at 5:00pm. No applications will be accepted after this time and any cancellations must be made before this time.
13. "No-show" vendors will not be refunded. Vendor fee refunds will be issued only if deemed necessary by the City of Leander to cancel the event.

If you have questions or concerns, please contact  
Mariel Guenther at [mguenther@leandertx.gov](mailto:mguenther@leandertx.gov) or by phone at 512-528-2997.

*The undersigned hereby understands and agrees to provide vending services according to the rules stated above and that failure to comply will result in removal and disqualification for future event vending opportunities.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

App. Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_ App. Processed: \_\_\_\_\_